

Maternal Infant Health Program Termination Protocol

1. The MIHP provider agency must submit notice to terminate and a termination plan in writing to the MIHP Program Consultant, Division of Family and Community Health, MDHHS with a minimum of 30 days notice.
2. The written notice to terminate:
 - a. Identifies the MIHP provider agency contact person(s) and contact information
 - b. Cites the expected date of termination
3. The Termination Plan details:
 - a. Timelines and person(s) responsible for the termination plan, it's implementation and completion.
 - b. Identification of other MIHP agencies that will provide continuing services.
 - c. Identification of Medicaid managed health care organizations and alternate MIHP programs with which they have existing contracts.
 - d. Identification of timelines for client transfer.
 - e. Identification of how clients' cases will be handled upon program closure :
 - i) All client records are reviewed by assigned care coordinator(s) for transfer or closure;
 - ii) Clients will be notified of program termination;
 - iii) Cases will be handled which require transfer to another MIHP agency for continuing care.
 - iv) Assure release of information is obtained for transfers; give each client the opportunity to accept or reject transfer to a new MIHP provider agency.
 - v) Advise managed health care plan, health care provider or original referral source of program termination and clients closed or transferred.
 - f. Describe how MIHP records are to be maintained by the terminating provider.
 - i) All closed client records are kept in a HIPAA compliant, secure area for 7 years after date of last service.
 - ii) All accounting records relating to patient records must be identified and kept with patient records.
 - iii) Patient and accounting records must be available for inspection and/or audit by properly identified MDHHS and/or Medicaid staff.
4. MDHHS site visit(s) may be made to the terminating provider agency
 - a. To observe agency MIHP Program termination process
 - b. To provide consultation regarding problems experienced during termination.
5. MDHHS Division of Family and Community Health Program Consultant is notified within 30 days of when the agency Termination Plan is complete.